

Bid Tabulation Form for Purchases Less Than \$50,000

This form must be filled out and kept on file in the responsible department in the event of an audit.

Purchases between \$1,000 and \$4,999.99

Minimum of 2, preferably 3 telephone quotes that have been recorded with dates, vendor name, contact name and telephone number.

Date	Vendor Name	Contact Name	Telephone #	Address	Description	Amount

Purchases between \$5,000 and \$9,999.99

Minimum of 3 written or faxed quotes, that contain the date, vendor name, contact name, telephone number, address, a description of the goods or services to be provided and cost for the same. Exceptions if purchases using grant funds from Federal or State sources contain provisions that supersede County policies. Please indicate whether or not the item is being purchased with grant funds and is subject to different purchasing requirements.

DOCUMENTATION MUST BE ATTACHED.

Date	Vendor Name	Contact Name	Telephone #	Address	Description	Amount

Purchases between \$10,000 and \$49,999.99

Minimum of 5 written or faxed quotes that contain the date, vendor name, contact name, telephone number, address, description of the goods or services to be provided and cost for the same. Vendors must supply the appropriate insurance and other County requirements if needed. Best value as opposed to low bid awards must be made with written justification.

DOCUMENTATION MUST BE ATTACHED.

Date	Vendor Name	Contact Name	Telephone #	Address	Description	Amount

Written justification for not meeting minimum solicitation or selecting lowest responsible bid:
